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# CREATE YOUR DAY

Each evening before you go to bed, or each morning before you get started, take 5-10 minutes to “create” your day. These questions are the basic template (that you can, of course, adjust as needed). Once you’ve answered these questions, we suggest you create a chronological list (or add these actions to your calendar) so you will easily be able to put them into action. You’ll immediately notice an increase in your energy, purpose, and sense of accomplishment. Enjoy!

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- 1 What are my appointments for today?
- 2 How will I strengthen my relationships with my family members and/or loved ones when I am going to these appointments or completing other tasks during the day?
- 3 What are the main tasks or projects I would like to accomplish by the end of the day?
- 4 How will I take care of my physical needs today? (Exercise? Meals? Rest? Fresh air?)
- 5 How will I strengthen myself spiritually today?
- 6 How will I invest time learning today?
- 7 What other goals, ideas, and focus areas do I want to remember today?